Report Name	**Report Number**
CPS Initial Assessment Timeliness Report	SM06a05 a/b/c

Performance Measure

Timeliness of completed CPS Initial Assessments, including the timeliness of Initial Assessment worker assignments and the timeliness of initial IA face-to-face contacts. Timeliness is based on data of supervisor approval.

Target Population

Report includes all CPS Initial Assessments approved during the reporting period. Includes all screened-in PS Reports associated with each CPS Initial Assessment.

National Standard

N/A

CFSR Performance Item(s)

Safety Outcome 1, Item 1 - Timeliness of CPS Investigations.

Report Run Cycle

X	Annual	X	Quarterly	X	Monthly	X	On-Demand

Report Output

X	Statewide Summary (c report)	X	County/Site Summary (a report)	X	Case-Level Detail (a report)	X	All County Comparison (C report)

Key Columns in Report

Summary	Initial Assessment Timeliness – Average days to approve initial assessment. Face-to-Face Contact Timeliness – Average days to attempted or actual contact.
Case-Level Detail	Excel worksheet showing case ID (column L), initial assessment/ investigation ID (Column O) and Timeliness Dates (columns X – AD)

Other Comments/Considerations

1) Report includes two parts, with part 1 showing the timeliness of screen-ins, worker assignment and approval of initial assessments and part 2 showing the timeliness of face-to-face contacts based on the assigned response time.
2) Initial assessments included are based on the supervisor approval (completion) date, so the report does not include initial assessments pending approval.
3) The average number of days is determined using the mean.

Attachments:

X	Report Field Definitions	X	Screen Shots		Summary Output

REPORT KEY - CPS Initial Assessment Timeliness (SM06a05)

County/Site - Calculations are grouped by County and by Site within the County. The County/Site comes from the primary
assigned worker at the time of CPS Initial Assessment approval. If no primary worker is assigned at the
time of CPS Initial Assessment approval, the County/Site comes from most recent supervisory
assignment at or prior to the time of CPS Initial Assessment approval. If no supervisor is found, the
County/Site comes from the most recent secondary assignment at or prior to the time of CPS Initial
Assessment approval.

Completed Assessments - Number of CPS Initial Assessments approved by a Supervisor
During the reporting period. This is the population for the report.

Screened-in PS Reports - Number of Screened-in PS Reports linked to the approved
CPS Initial Assessments.

Assessments w/Multiple PS Reports - Number of approved Initial Assessments to
which multiple PS Reports were linked.

Avg Days to Screen-In PS Reports - Average number of days from the "Date and Time
PS Report Received" to the time the Supervisor's screen-in decision was entered and saved in
eWiSACWIS. Calculated against the number of screened-in PS Reports (previous report column).

Avg Days to Assign IA Worker - Average number of days from the "Date and Time PS
Report Received" to the time the Case is assigned to a CPS Initial Assessment worker. Calculated against
the number of approved CPS Initial Assessments for which an Assignment with aType of "CPS Initial
Assessment" was created within 10 days of the PS Report Screen-in Date.

Avg Days to Approve IA - Average number of days from the "Date and Time PS Report
Received" to the time the CPS Initial Assessment was approved by the Supervisor in eWiSACWIS.
Calculated against the number of approved CPS Initial Assessments.

Response Time - Calculations are grouped by the Response time of the PS Report
that started the CPS Initial Assessment.

Attempted or Actual Initial Contacts - Number of approved CPS Initial Assessments
that have a Case Note linked to the CPS Initial Assessment with the following attributes:
Category: Assessment Contact
Type: Initial Face-to-Face Contact
Face-to-Face Type: Any value except "Not Applicable"
Face-to-Face Result: Any value

Avg Days to Attempted or Actual Contact - Average number of days from the "Date
and Time PS Report Received" to the Assessment Contact Case Note's "Date Occurred". Calculated
against the number of approved CPS Initial Assessments for which an Attempted or Actual Initial Contact
was recorded in eWiSACWIS.

Actual Initial Contacts - Number of approved CPS Initial Assessments that have a
Case Note linked to the Initial Assessment with the following attributes:
Category: Assessment Contact
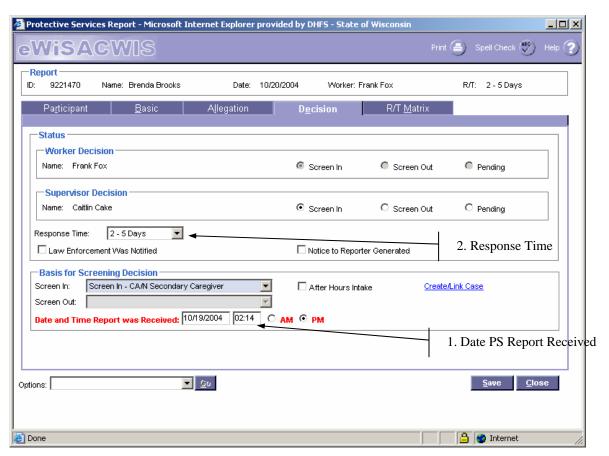Type: Initial Face-to-Face Contact
Face-to-Face Type: Any value except "Not Applicable"
Face-to-Face Result: either of the "... Contact Occurred" values

Average Days to Actual Initial Contact - Average number of days from the "Date and Time PS Report Received" to the
Assessment Contact Case Note's "Date Occurred". Calculated against the number of approved CPS
Initial Assessments for which an Actual Initial Contact was recorded in eWiSACWIS.

Window Screen Shots

PS Reports windows

1. Date PS Report Received
2. Response Time
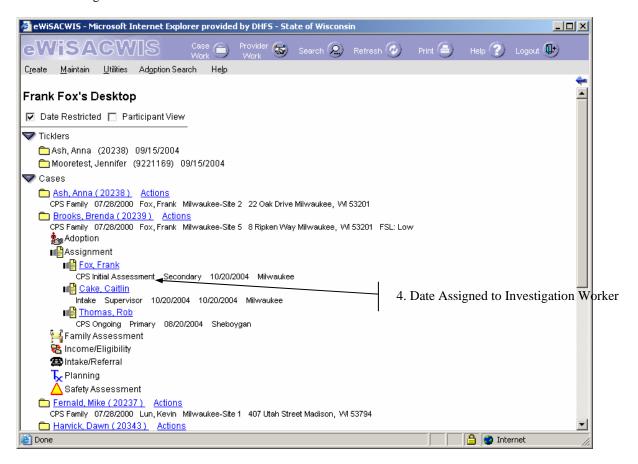3. Date PS Report Screened In (not displayed on window)

Response Time Values:

```
ID_GRPI      TX_DESC_LRG
---------    ---------------------
      1      0 - 2 Hours
      2      Same Day
      3      24 Hours
      4      2 - 5 Days
      5      N/A
```
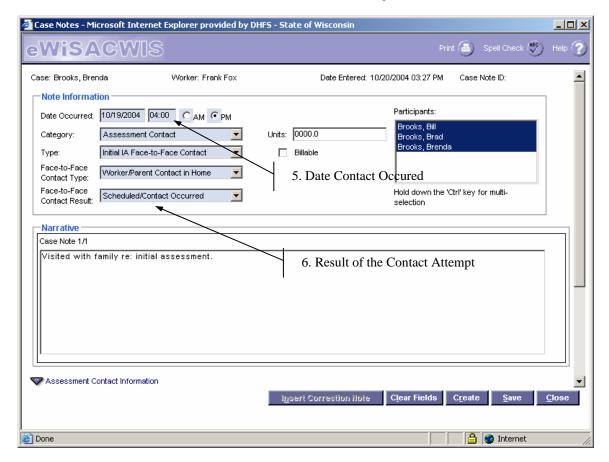
Assignment windows

4. Date Assigned to Assessment Worker

Case Note – Assessment Contact – Initial Face-to-Face Contact window

5. Date of earliest attempted/actual Initial Face-to-Face Contact (case note) regardless of Result, e.g., "Contact did not Occur"

6. Date of earliest actual Initial Face-to-Face Contact (case note), e.g., "Contact Occurred"
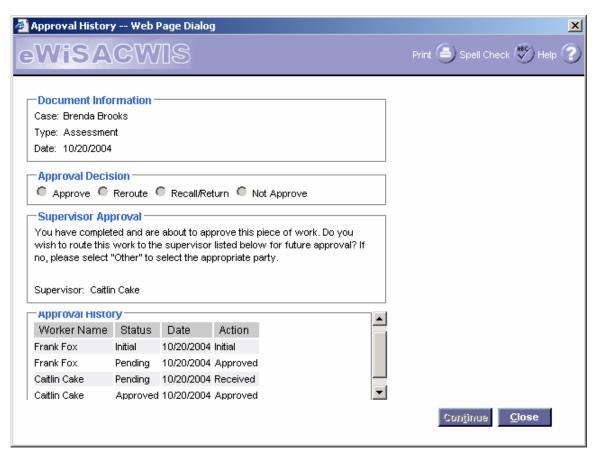

5. Date Contact Occurred:

```
ID_GRPI   TX_DESC_LRG
-------   -----------------------------------
      1   Worker/Child Contact In Home
      2   Worker/Child Contact Out of Home
      3   Other/Child Contact In Home
      4   Other/Child Contact Out of Home
      5   Not Applicable
      6   Worker/Parent Contact in Home
      7   Worker/Parent Contact Out of Home
      8   Other/Parent Contact in Home
      9   Other/Parent Contact Out of Home
```
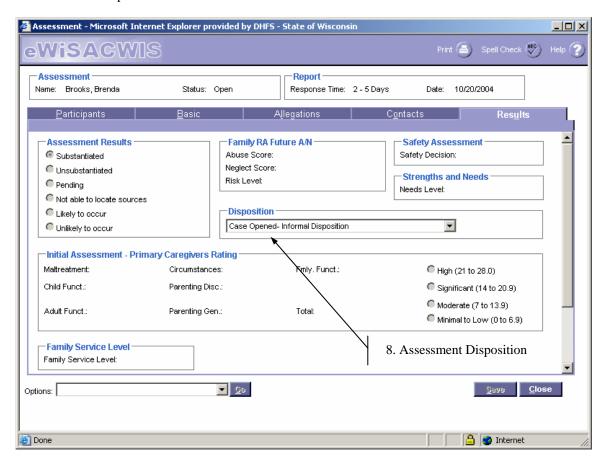
6. Result of the Contact Attempt:

```
ID_GRPI   TX_DESC_LRG
---------   -----------------------------------
      1     Scheduled/Contact Occurred
      2     Scheduled/Contact Did Not Occur
      3     Unscheduled/Contact Occurred
      4     Unscheduled/Contact Did Not Occur
```

Assessment windows

7. Date Assessment approved by supervisor

8. Assessment Disposition

8. Assessment Disposition:

```
ID_GRP    ID_GRPI   TX_LDESC_MED
--------  -------   -------------------------------------------------
INVSDISP     1      Case Closed- No services necessary
INVSDISP     2      Case Closed- Family refused service
INVSDISP     3      Case Closed- Referred family for community services
INVSDISP     4      Case Closed- Cannot locate family members
INVSDISP     5      Law Enforcement involvement or referral to law enforcement
INVSDISP     6      Agency initiated Child abuse restraining order
INVSDISP     7      Other
INVSDISP     8      Case Opened- Voluntary
INVSDISP     9      Case Opened- Informal Disposition
INVSDISP    10      Case Opened- Chips petition
INVSDISP    11      Other-Case already open for other services
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